

AURP – Authorized Representative/Protective Payee

This screen is used to enter personal information about FS Authorized Representatives and TANF Protective Payees who receive or have access to the household's benefits.

The top portion of the screen is used when entering a FS Authorized Representative.

The bottom portion is used when entering a TANF Protective Payee.

AURP can only be accessed through the ADDR screen.

AURP	AUTHORIZED REPRESENTATIVE/PROTECTIVE PAYEE	10/31/01 19:07:09
FA		KIM C
CASE NAME : DUCKS, DON	CASE NUMBER : 000012	
-----FS AUTHORIZED REPRESENTATIVE-----		
LAST NAME: FLINTSTONE	FIRST NAME: WILMA	MI: S
PERSONAL IDENTIFIER: DAISY92		NEW REP? Y
AUTH REP EFFECTIVE DT: 103101	AUTH REP END DT: 999999	
MAILING ADDRESS		
ADDRESS LINE 1: 149 HOGANS	CITY: HELENA	
ADDRESS LINE 2:	STATE: MT ZIP CODE: 59601	
TELEPHONE: 4064438601		
-----TANF PROTECTIVE PAYEE-----		
LAST NAME:	FIRST NAME:	MI:
PERSONAL IDENTIFIER:		NEW REP?
PROT PAYEE EFFECTIVE DT:	PROT PAYEE END DT:	
ADDRESS LINE 1:	CITY:	
ADDRESS LINE 2:	STATE:	ZIP CODE:
TELEPHONE:		
PF5 TO RETURN TO ADDR		

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields ([F1] indicates Online Help is available.)

NOTE: The arrows shown above apply to both the FS and TANF sections of the screen.

LAST NAME

The last name of the representative or payee is entered.

FIRST NAME

The first name of the representative or payee is entered.

PERSONAL IDENTIFIER [F1]

This is an alphanumeric field for the personal identifier chosen by the representative for EBT card purposes. The identifier can be 1 to 16 characters. The representative uses it like a password when calling Customer Service for EBT card maintenance. For TANF protective payees only, this field may be filled with X's since currently they cannot receive benefits by EBT.

NEW REP? [F1]

Y is entered in this field if a new or different representative/payee is being entered. N is entered if changes are being made to an existing representative or payee record. For FS authorized representatives, entry of a Y deactivates the existing EBT card and creates a new card for the new representative.

Optional Fields**MI**

The middle initial of the representative or payee may be entered if known.

TELEPHONE

The representative or payee's phone number may be entered in this field.

Display Fields**CASE NAME**

The case name (Primary Information person) is displayed.

CASE NUMBER

The TEAMS case number is displayed.

ADDRESS LINE 1 / LINE 2

These fields display the mailing address that was entered on the ADDR screen for the representative or payee. Line 2 may be blank.

CITY / ST / ZIP CODE

These fields display the city, state, and Zip code entered on the ADDR screen for the representative or payee.

AUTH REP EFFECTIVE DT / AUTH REP END DT**PROT PAYEE EFFECTIVE DT / PROT PAYEE END DT**

These fields display system-generated effective and end dates for information entered in the top (AUTH REP) or bottom (PROT PAYEE) portion of AURP. For current information, the effective date is the date it was added or changed, and the end date is 999999. When a change is made to this information, TEAMS end-dates the current record and displays a new date span. Historical information, if any, can be viewed by using the "Date" inquiry field at the bottom of the ADDR screen and then pressing F5 to view AURP.

Navigation Fields and Fkeys

F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F5	The F5 key returns to the ADDR (Address) screen. If information has been entered or changed on AURP, pressing F5 both saves the changes and returns to ADDR.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.